



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. - P.O. BOX 1130, NORWALK, CALIFORNIA 90651-1130 - [www.lavote.net](http://www.lavote.net)

## INSTRUCTIONS FOR COMPLETION OF DECLARATION OF DOCUMENTARY TRANSFER TAX:

### NUMBER OF FORMS REQUIRED:

Please complete one (1) Declaration of Documentary Transfer Tax Form for each economic appraisal unit that transferred as part of a change in corporate control.

An economic appraisal unit is a collection of real estate assets that persons in the marketplace commonly buy and sell as a unit, or that is normally valued separately from other property. *For example, a shopping center containing 10 parcels will only require completion of one Declaration of Documentary Transfer Tax Form with all 10 parcels listed. Alternatively, a transfer of a shopping center, and a separate economically unrelated gas station would require two separate Declarations identifying the parcels associated with each economic unit.*

**\*\*If more forms are necessary, you may photocopy the "Declaration of Documentary Transfer Tax" Form. However, please be sure to include the barcode information as it is essential for accurate processing.**

### EXEMPTIONS:

If you believe that no documentary transfer tax is due, please state the reasons for the exemption on the *Declaration of Documentary Transfer Tax Form* and if additional room is necessary attach further explanation to the Declaration.

### CITY TAX:

In addition to the Countywide documentary transfer tax of \$1.10 per \$1,000.00, an additional City documentary transfer tax has been imposed on all documents that convey real property within the cities of Culver City, Los Angeles, Pomona, Redondo Beach and Santa Monica (R&T 11911C). Both the Countywide and additional City documentary transfer tax are collected and administered pursuant to Revenue and Taxation Code sections 11911 through 11935.

The City documentary transfer tax rate listed below is computed per \$1000.00 of the consideration or value of the property conveyed, exclusive of existing liens and encumbrances, and is added to the Countywide \$1.10 per \$1,000.00 documentary transfer tax. **PLEASE USE CAUTION TO APPROPRIATELY ALLOT THE CORRECT ADDITIONAL CITY TAX IF APPLICABLE.**

<u>CITY</u>	<u>TAX RATE (per \$1,000.00)</u>
Culver City	\$4.50
Los Angeles	\$4.50
Pomona	\$2.20
Redondo Beach	\$2.20
Santa Monica	\$3.00



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**DECLARATION OF DOCUMENTARY TRANSFER TAX**

The undersigned having knowledge of the transaction, does hereby disclose the following information to the Recorder of Los Angeles County for the purpose of determining transfer tax on a conveyance of real property in which the controlling interest of a legal entity has transferred. *Please be sure to read the enclosed instruction sheet prior to completing this form.*

APN: \_\_\_\_\_ STREET ADDRESS, ZIP: \_\_\_\_\_  
APN: \_\_\_\_\_ STREET ADDRESS, ZIP: \_\_\_\_\_  
APN: \_\_\_\_\_ STREET ADDRESS, ZIP: \_\_\_\_\_  
APN: \_\_\_\_\_ STREET ADDRESS, ZIP: \_\_\_\_\_

Change in Legal Entity Controlling Interest  
**COMPUTATION INFORMATION (as of date of conveyance)**

Fair Market Value of Real Property \$ \_\_\_\_\_  
Value obtained by appraisal YES \_\_\_\_\_ NO \_\_\_\_\_  
LESS: Encumbrances or liens transferring \$ \_\_\_\_\_  
Real Property (i.e. loans assumed)  
(See RT&C 11911 (a) and LACo. Code 4.60.020)  
Amount tax based on \$ \_\_\_\_\_  
County Tax (\$.55 per \$500, or \$1.10 per \$1000) \$ \_\_\_\_\_  
City Tax (if applicable) - See Instructions \$ \_\_\_\_\_  
and Tax Bulletin

**REASON FOR NO TAX DUE:** (If you believe the transfer is exempt from the documentary transfer tax, please complete this section and indicate the reason why no tax is due, or submit additional documentation.)

- \_\_\_\_ Instrument given to secure a debt. (RTC § 11921, LA CC § 4.60.040)  
\_\_\_\_ Instrument or writing to which the US or any state or political subdivision is a party. (RTC § 11922, LA CC § 4.60.050)  
\_\_\_\_ Instrument involving bankruptcy, reorganization, receivership or change of identity. (RTC § 11923, LA CC § 4.60.060)  
\_\_\_\_ Securities and Exchange Commission Order Conveyance. (RTC § 11924, LA CC § 4.60.070)  
\_\_\_\_ Transfer of Realty held by a continuing partnership. (RTC § 11925, LA CC § 4.60.080)  
\_\_\_\_ Instrument taken in lieu of foreclosure. (RTC § 11926)  
\_\_\_\_ Instrument transferring marital property. (RTC § 11927)  
\_\_\_\_ Transfer involving an inter vivos gift, or upon death (RTC § 11930)

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Place: \_\_\_\_\_